

Requesting Access to CommunityUse

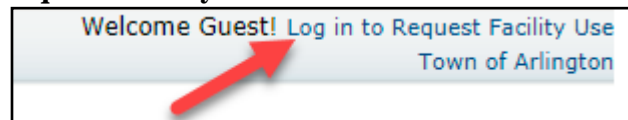
FACILITY
USAGE



1

The Town of Arlington is now accepting facility requests online through CommunityUse.com, which is a product of SchoolDude. You will need to enroll online prior to making requests in CommunityUse. Follow the instructions below to submit you enrollment application.

- A. Go to arlingtonma.gov/roomres
- B. Scroll to find the CommunityUse Calendar
- C. Click on the **Login in to Request Facility Use** link.



- D. Click the **Create One** link to create an account and request access to submit online requests.

Login

Don't have an account? [Create One.](#)

Email Address

Password

- E. You must check the box to agree to the terms by clicking **Agree and Register**.
- F. Complete the Personal Profile form and click **Save & Next**.
- G. On the Request Organization page, add an Organization Name, Type, Address, the click **Add Organization**.

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

Request Your Organization

Organization Name

Organization Type

Organization Address

☐ Use Your Contact Address as Organization Address






H. Once you've added an Organization you will see the status of Pending, until reviewed by staff. You may add multiple Organizations, if you make requests for them, otherwise click **Save & Next** to continue.

Requested Organization List

1 - 1 of total 1 listed

Items Per Page: 25 | 50 | 75 | 100

Previous 10Next 10

	 Organization Status	 Organization Name	 Organization Type	 Address
	Pending	Drama Club	Internal	123 Dude Way

Previous 10Next 10

Items Per Page: 25 | 50 | 75 | 100

Previous

Save & Next

Cancel

I. On the Confirmation page, review the information and click **Submit Requests**.

- You will receive email confirmation that your request has been submitted and an additional notification when your request was accepted or declined by staff.
- Administrative staff in the Planning and Community Development Department will review your request and contact you if more information is needed
- Once your registration is accepted, you can return to the CommunityUse login page and log in to begin requesting facility usage.